



**STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES**

P.O. BOX 119
HONOLULU, HAWAII 96810-0119

August 25, 1997

PROCUREMENT CIRCULAR NO. 1994-03, Amendment 1

To: All State Departments and Agencies

Subject: Excess State Property

The purpose of this circular is to inform you of the availability of Excess State Property on the Internet.

To improve circulation and accessibility for state agencies, the Excess State Property List is on the State of Hawaii (State Procurement Office) Internet homepage, effective August 20, 1997. To be fair to all agencies, the hard copy of the list will also continue to be distributed to state agencies.

Attached are instructions on accessing the Excess State Property web site through the Internet or Hawaii FYI. If further access assistance is required, please call Information and Communication Services Division Assistance Center at 586-1919 on Oahu and 1-800-252-1132 from the neighbor islands.

To obtain maximum utilization of state property and to minimize the procurement of new property, we are encouraging state agencies to list all their excess property, including those goods not on inventory, on the Excess State Property List.

Should you have any questions, please contact Al Chang or Ron Omura, Inventory Management Office at 831-6756.

LLOYD I. UNEBASAMI
Administrator
State Procurement Office

Attach.

HOW TO ACCESS THE EXCESS STATE PROPERTY LIST

Access via the Internet:

1. Go to: <http://www.state.hi.us/icsd/dags/spo.html>
2. Click on: Excess Property List
3. Enter username for DAGS at www.hawaii.gov
 - User name: **excess**
 - Password: **1stuff4u**
4. Press the Enter Key or Click on the “Okay” button
5. **Important Note:** After you are done, completely exit your web browser. If you do not exit you will still be logged on the Excess Property web site.

Access via Hawaii FYI:

1. To access use the following modem dial-up numbers:

Hawaii	974-6640	Maui	984-2000
Kauai	274-3600	Oahu	587-4800
2. After dialing-in, at the “STATE OF HAWAII, TERMINAL SERVER” menu:
 - Type “1” for Hawaii FYI and press “Return” key to continue.
3. Next screen: “DISCLAIMER”: Press “Return” key to continue.
4. Next screen “BROADCAST MESSAGE”: Press “Return” key to continue.
5. Next screen “MAIN MENU”:
 - Type “12” State of Hawaii Internet Services menu and press “Return” key.
6. “INTERNET SERVICES MENU” screen:
 - Type “2” State of Hawaii Internet Home Page and press “Return” key.
7. “SERVICE DESCRIPTION PAGE” screen. Press “Return” to continue.

How to Access the Excess State Property List

August 25, 1997

Page 2

8. "HAWAII STATE GOVERNMENT HOME PAGE" screen.
 - Press the down arrow key to scroll and hi-light "**The Executive Branch, Departments & Agencies**" then press "Return" key.
9. "DEPARTMENTS AND AGENCIES" screen:
 - Press the down arrow key to scroll and hi-light "**State Procurement Office(SPO)**". Press "Return" key to continue
10. "STATE PROCUREMENT OFFICE" home page screen.
 - Press the down arrow key to scroll and hi-light "**Excess Property List**" then press "Return" key to continue.
11. It will ask for the following information:
 - Enter username for DAGS at www.hawaii.gov: **excess** (press "Return" key)
 - Password: **1stuff4u** (press "Return" key)
12. "INVENTORY MANAGEMENT OFFICE"
 - Excess State Property List for: Press the down arrow key to scroll and hi-light "**month/day/year to month/day/year**" of the list you want to view. Press "Return" key to enter the listing.
13. "EXCESS STATE PROPERTY LIST".
 - Press down arrow key to scroll and view the various excess properties that are available to any state agency. If you are interested in an item call the contact person.
14. To exit, press "**q**" to quit. The following message will appear:
"Return to Hawaii FYI menu? [y]";
 - Type: "**y**";
 - Type: "**99**" to exit;
 - Type: "**99**" to disconnect.